



**YOUTH COMMUNITY CORRECTIONS BUREAU  
GREAT FALLS YOUTH TRANSITION CENTERS  
STANDARD OPERATING PROCEDURES**

Procedure No.: YTC 70-2	Subject: <b>PROGRAM AND SERVICE AREAS</b>
Chapter: PHYSICAL PLANT	Page 1 of 2
Applicable ACA Standards: 3-JCRF-2E-01, 3-JCRF-2E-02, 3-JCRF-2E-03, 3-JCRF-2E-04, 3-JCRF-2E-05, 3-JCRF-2E-06, 3-JCRF-2E-07, 3-JCRF-2E-08, 3-JCRF-2E-09	Revision Date:
Signature: /s/ <i>Kenneth McGuire</i>	Effective Date: 01/01/10
Signature: /s/ <i>Steve Gibson</i>	

**I. CENTERS DIRECTIVE:**

To ensure that adequate space is provided for the various programs and service functions within the facility. This procedure will be reviewed annually.

**II. DEFINITIONS:**

None

**III. PROCEDURE:**

**A. Program Area**

1. The facility provides adequate space and furnishings to accommodate activities and programs such as group meetings of residents.
2. The facility provides adequate space to conduct private interviews and counseling sessions.

**B. Visiting**

1. The facility provides sufficient space for contact visiting
2. There is adequate space to permit screening and searching of both residents and visitors.
3. There is ample space for visitor's personal belongings not allowed in visitation.

**C. Dining**

1. The facility has adequate dining space provided for residents, also space is provided for group dining.
2. In addition to youth dining space, allowances must be made for visitors and staff who may be using the dining area at the same time.

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**D. Food Service**

1. Food preparation area includes a space for food preparation based on population size, type of food preparation, and methods of meal service.
2. There are adequate storage areas that are properly ventilated, furnished, and cleaned.

**E. Sanitation and Hygiene**

Toilet and washbasin facilities are available to food service personnel and residents in close proximity of the food preparation area.

**F. House Keeping**

Adequate space is provided for janitorial supplies that are accessible to the living and activity areas.

**G. Clothing and supplies**

Space is provided in the facility to store and issue bedding, cleaning supplies, and other items required for daily operations.

**H. Personal Property**

Adequate space is provided for storing personal clothing and property of residents.

**IV. CLOSING:**

Questions concerning this procedure shall be addressed to the Youth Transition Centers Director.

**V. REFERENCES:**

None

**VI. ATTACHMENTS:**

None